

**County of Grundy--Job Posting  
Health Department**



Date of Posting: April 20, 2022  
Applications Accepted Until: Posted until filled  
Job Title: Safety & Emergency Response Coordinator  
Employee Status: Full-time, 37.5hrs/week  
Pay range: \$42,500 annual salary  
Competitive Benefits: Medical, Dental, Vision and Life Insurance  
Generous accrual of Paid-Time Off  
Contribution to IL Municipal Retirement Fund (IMRF)  
Paid Holidays  
Professional development opportunities  
Potential student loan forgiveness

**SUMMARY**

Safety & Emergency Response Coordinator will be responsible for all Emergency Preparedness and Response programs and activities, including completion of deliverables set forth by the IL Department of Public Health (and other oversight agencies) in coordination with local needs and of the Grundy County Medical Reserve Corps volunteer program. Coordinator will serve as a liaison with county and community partners as related to emergency preparedness

Coordinator will also oversee general Health Department safety processes, including, but not limited to, policy development or maintenance, administration of drills and adherence to law, oversight agencies' and accrediting body requirements.

**ESSENTIAL DUTIES AND RESPONSIBILITIES**

- Coordinate and conduct public health and emergency preparedness outreach and programming efforts of the Grundy County Health Department, including enhancement of working relationships with other Grundy County entities such as schools, hospitals, first responder and social service agencies.
- Participate in and conduct public health emergency preparedness trainings, drills and exercises for staff and other community leaders.
- Have working knowledge of the National Incident Management System (NIMS) and the Incident Command Systems (ICS) for Department training and information as determined by the Public Health Administrator.
- Respond to public health emergency incidents. Maintain 24/7 contact information with the Health Department Administrator. May work outside of normal business hours.
- Participate in emergency preparedness management as it relates to use of volunteers in satisfying IDPH grant deliverables.
- Obtain and maintain certification to instruct training opportunities as they become available, such as Basic Life Support, CPR, Youth Mental Health First Aid, NIMS trainings.
- Maintain Safety Manual for Health Department.

- Standardize safety trainings and execution of regular drills, as indicated by law, oversight agencies or accrediting body.
- Oversee Health Department Safety Committee and participate in County Safety Committee.
- Receive, review and analyze incident reports, offering suggestions for improvements to the Administrator. Participate in the organization of all Health Department policies and procedures to ensure all are in accordance with best practices and accreditation.

### **MINIMUM REQUIREMENTS**

Must have a Bachelor's Degree or 2 years of experience in community collaboration efforts, or 5 years of experience in community collaboration efforts. Collaborative efforts may include working with community stakeholders to overcome challenges and achieve success in meeting needs. Prefer previous experience in public health emergency management and OSHA best practices. Must have prior experience with Microsoft Office products and the ability to learn and use electronic databases, computer programs

### **PHYSICAL REQUIREMENTS**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is frequently required to sit. The employee is required to stand; walk; use hands to finger, handle or feel; reach with hands and arms; climb or balance; stoop, kneel, crouch or crawl; talk or hear; and taste or smell. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus. Any qualified applicant with a disability and requiring reasonable assistance or accommodation to the application and/or interview process should notify the HR Department.

**TO APPLY:** Candidates must meet the minimum requirements of the position in order to be considered. Send resume and salary requirements to [HR@grundyco.org](mailto:HR@grundyco.org) with **"Safety & Emergency Response Coordinator"** in the subject line or mail to Grundy County Administration, Attn: HR 1320 Union Street, Morris, IL 60450.

***No phone calls please.***

*Grundy County is an Equal Opportunity Employer and will give consideration to all qualified applicants for employment without regard to race, color, religion, national origin, ancestry, age, sex, marital status, order of protection status, disability, marital status, sexual orientation, pregnancy, or unfavorable discharge from military service as those terms are defined in Section 1-103 of the Illinois Human Rights Act (775 ILCS 5/1-103).*